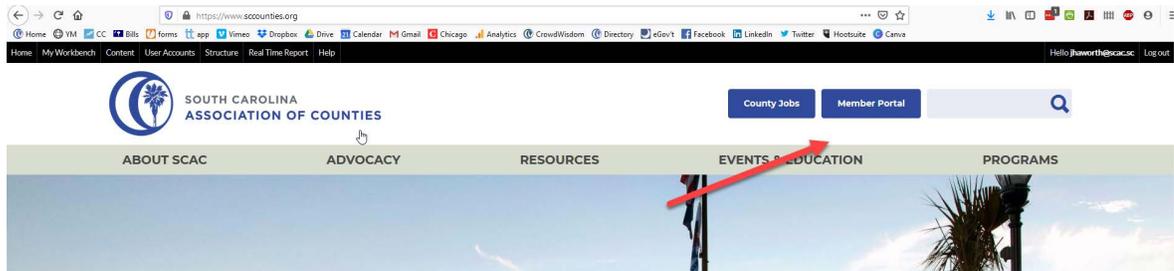


# How to Access, Print, and Email Institute of Government Transcripts

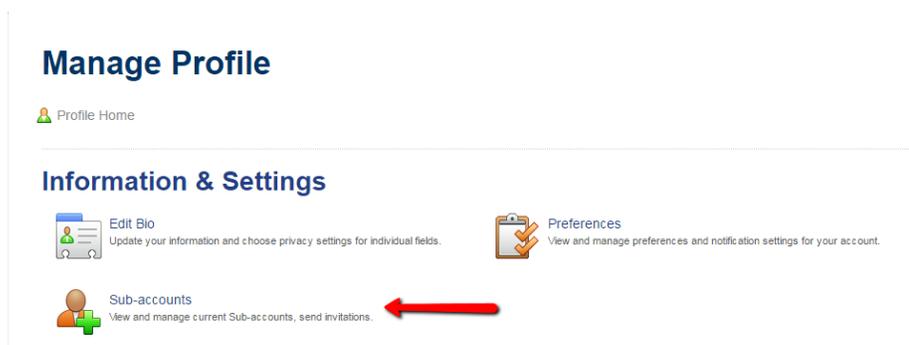
1. Visit [www.sccounties.org](http://www.sccounties.org) and click the Member Portal button.



2. Sign in with your username and password.



3. Find the Information & Settings section, and click on the link for Sub-accounts.



- Find a participant in the Sub-accounts list, and click the green arrow (under Options) to log into their account. Click OK in the pop-up window to continue.

**Your Sub-accounts**

Export Sub-accounts (Unicode)

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
	David A. Adams Richland County	Enabled	1/18/2017
	Linda Amason Richland County	Enabled	12/21/2016

- If a Preferences page appears, scroll directly to the bottom (do not make changes) and click Save My Settings.

Messaging    Email me when I have unread messages older than 30 days in my inbox

Messaging    Email me when new messages arrive

Wall    Turn on my Wall

\* Notifications of this type are sent upon the member's first update/upload only, reset hourly.

You may suspend the delivery of newsletters of a specific type by unchecking the appropriate box below. You will not receive any emailed newsletters to which you have subscribed until you re-enable that newsletter type.

SUBSCRIBE    NEWSLETTER

Forum Digest

Group Digest

**SAVE MY SETTINGS**    **CANCEL**

- Click the SCAC logo to access the account's main page. Then, scroll down to the green box on the right titled My Profile, and select Manage Profile.

Print Page    Report Abuse    My Profile    Sign Out    Enter search criteria...



**South Carolina Association of Counties**

**My Preferences**



The South Carolina Association of Counties (SCAC) is the only organization dedicated to the statewide representation of county government in South Carolina. Located in the state's capital of Columbia, SCAC is a non-partisan, non-profit association that strives to **Build Stronger Counties for Tomorrow** by working with county officials to provide education and training, legislative reporting, research and technical assistance.

**My Profile**

- Profile Home
- Manage Profile
- Create Resumé/CV
- Groups
- Networks

- Upcoming Events (registration)
- Career Center
- Member Directory Search

7. Scroll to the Content & Features Section and click on the link for Professional Development.

**Invoicing, Payments & History**

- Invoices**: View, print and pay your invoices.
- Event Registrations**: View and print existing registrations and view past events and photos.

**Content & Features**

- Favorites**: Manage your favorites and share them with the community.
- Networks**: View and manage social/professional networks.
- Blogs**: Post to your existing blogs, manage settings and create new blogs.
- Pages**: Create pages linked to your profile, manage settings, edit existing pages.
- Photo Gallery**: Post photos, manage albums, update captions and view your photos.
- Files & Links**: Upload files and create links in your file library.
- Professional Development**: View current entries and professional development journal.

8. The professional development journal lists all classes this participant has attended. If any class credits have expired, the EXPIRES column will include the date(s) in red text. If the participant attended a Level II class, but was not eligible to earn credit (No Credit), the CREDITS column will include a zero.

Click Print Transcript to view and/or print a transcript. Transcripts include No Credit entries, but do not include expired credits.

Click Email Transcript to send this participant his/her transcript. A pop-up window will ask you to confirm the recipient's address prior to sending, and you will also receive confirmation.

**Professional Development:**

**Certifications/Programs** | **Journal Entries**

Status:  Certification/Program:   
 Credit Type:  Credits Earned: From  To

OPTIONS	STATUS	ENTRY DATE	DETAILS	CREDITS	EXPIRES	SCORE (%)
	Approved	2/1/2011	Institute of Government for County Officials - Level II Effective Communications	3	Never	0

9. To view/print additional transcripts, please log out and repeat steps 1-8 for each transcript.
10. **Questions? Please call Ryan Tooley or Jennifer Haworth at 1-800-922-6081.**